

# LMS Job Aid: Perform Additional Approver Role

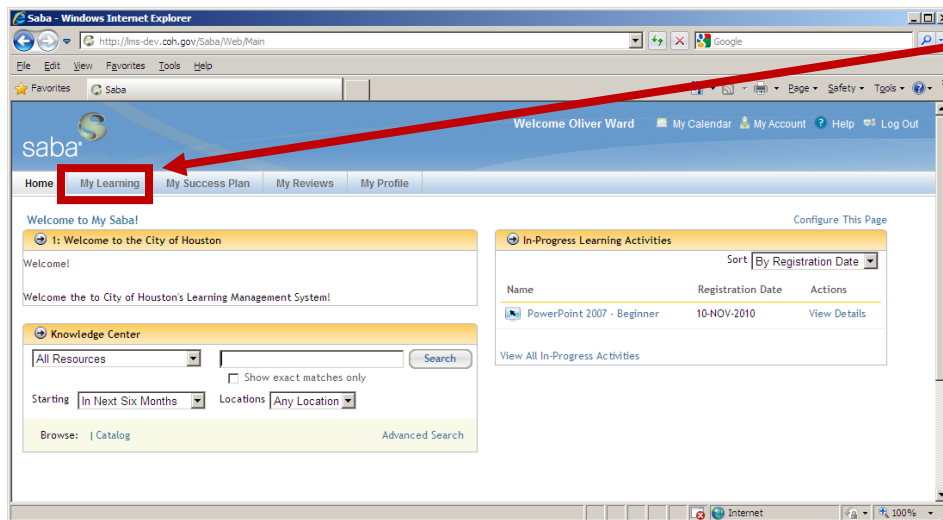
In the City of Houston's LMS, all course offerings require the approval of the manager or the supervisor of the employee to account for the time the employee will spend training instead of doing the job that he or she normally does. In the case of a course offering that has additional cost (i.e., dollars) that goes beyond the cost of the employee's time away from the job requires an OK from an Additional Approver. Each employee has one person assigned as his or her Additional Approver.

## IMPORTANT NOTE:

In your role as additional approver, you are expected to ensure that there is enough money available in GL account #520805 in the cost center and fund applicable to the employee BEFORE approving the request.

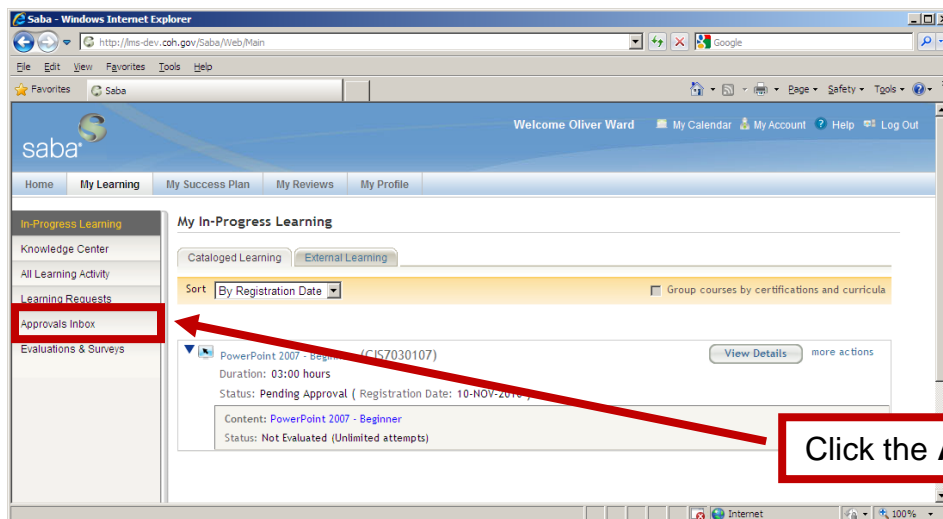
The purpose of this job aid is to show you how to perform the role of Additional Approver.

1. Log into the LMS. Ensure that you change your password from its original default value!  
*For details, refer to the Job Aid: Change Your Password.*
2. Click the My Learning tab.



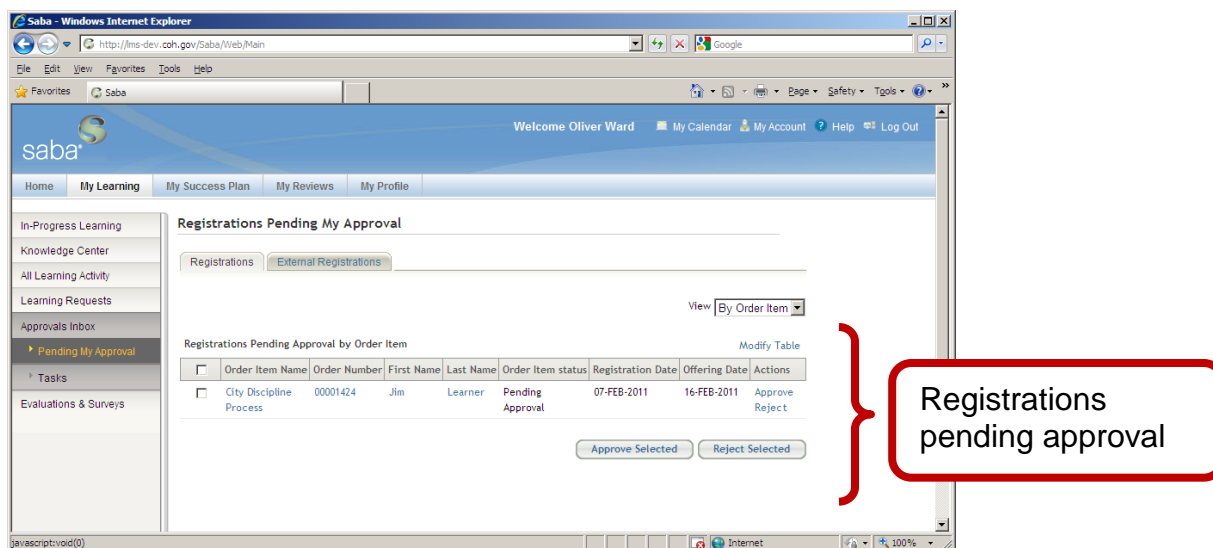
Click the **My Learning** tab

3. Click the Approvals Inbox section.

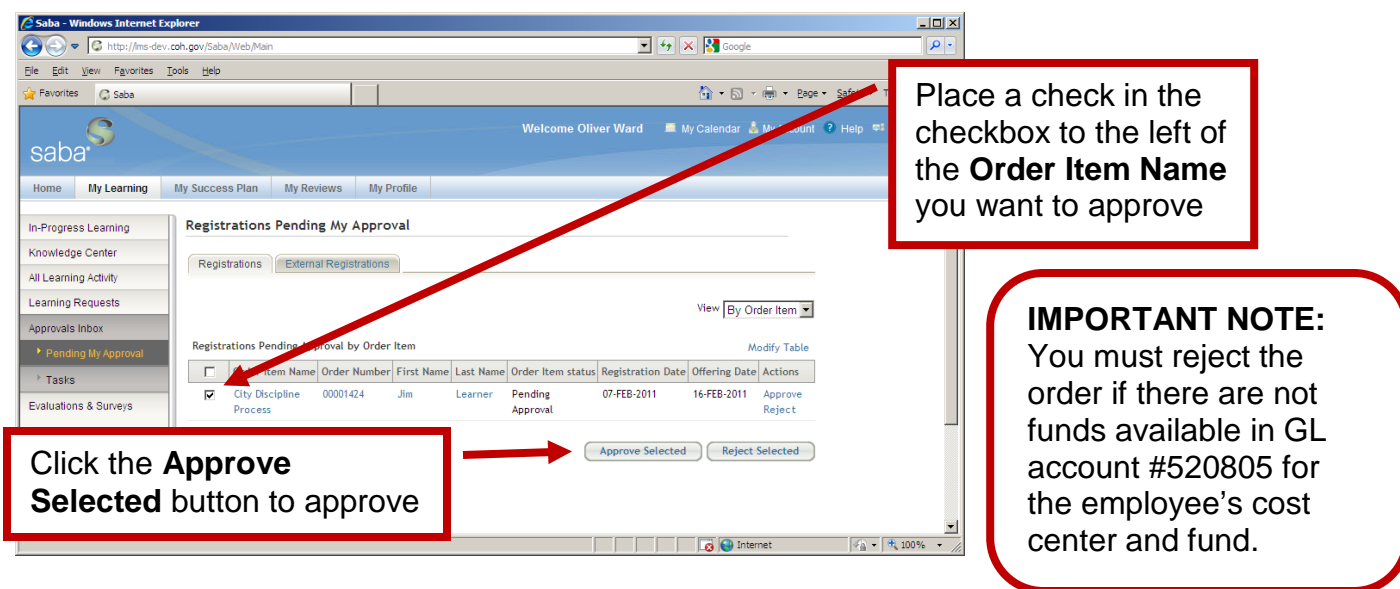


Click the **Approvals Inbox** section

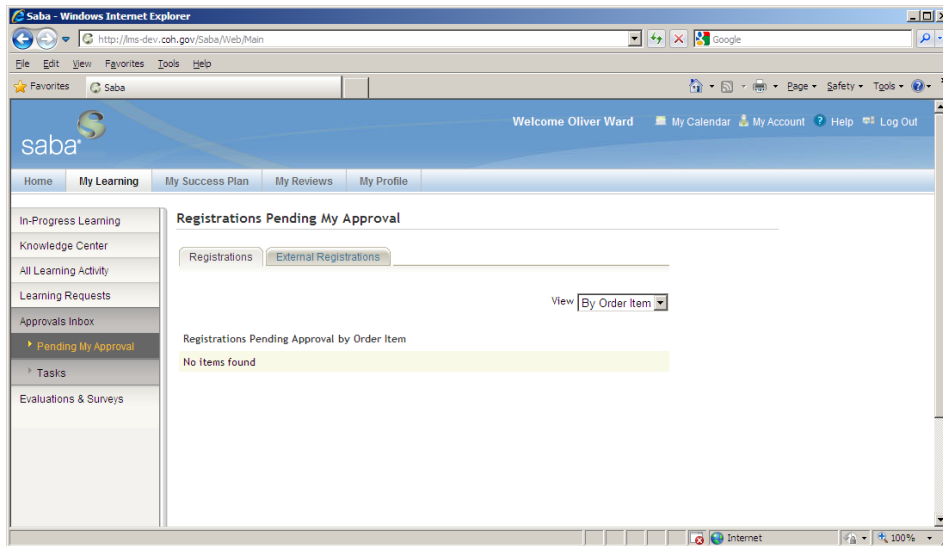
4. Review the registrations pending approval under the Registrations tab.



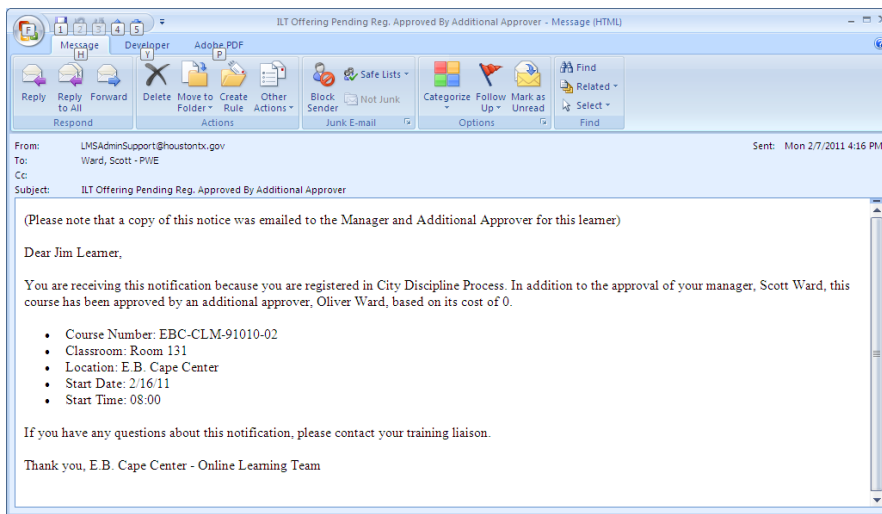
5. Click the checkbox to the left of the title link of the Order Item Name. Then click the Approve Selected button to provide the approval, as appropriate.



6. When the page returns, the Order Item pending approval is no longer shown.



7. Additionally, you should receive an e-mail that indicates that the request was approved by the additional approver.



### END OF PROCEDURE ###